

# Terms of Reference

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## Regional Competitions Committee

This document describes how the Regional Competitions Committee is constituted within Swim Ireland and the roles and responsibilities of the group. It also details some operational procedures as to how the Group should conduct its business and will be reviewed on an annual basis.

## **Role**

The role of the Competitions Committee is to run the Regional Competitions Calendar in accordance with the structure and programme approved by the Regional Management Committee

## **Status**

The Regional Competitions Committee is a sub-committee of the Regional Management Committee

## **Composition of the Group**

- The Committee shall consist of a minimum of 6 persons who shall be elected annually in accordance with the procedures outlined for such elections at the Annual Regional Conference
- Where vacancies are not filled at the Annual Regional Conference the Regional Management Committee may appoint individuals to fill such vacancies
- The Chairperson of the Regional Pathway Development Committee shall be an ex-officio member of the committee

## **Specific Responsibilities:**

- Plan, organise and operate the 'dry' side of regional competitions to include booking of venues, applying for a meet Licence, booking of electronic timing and computers, organising accreditations, VIP areas as appropriate, health and safety, branding, invitations, medal presentations, programmes, music, announcers, refreshments as appropriate and making relevant personnel appointments to support the event.
- Monitor the Competitions Budget in conjunction with the Regional Treasurer, maintaining appropriate financial controls over expenditure and being conscious of value for money
- Appoint Meet Directors/Organisers for all regional competitions who shall be responsible for the management of the 'dry' side of the relevant competition
- In conjunction with the Regional Technical Officials Lead, appointed by the National Officials Committee, assess the availability of Technical Officials for the season
- Liaise with the Regional Technical Officials Lead in relation to the appointment of Technical Official for Regional Championship Meets
- In conjunction with the Swim Ireland Education Department arrange appropriate training for relevant persons (such as meet managers, announcers etc.) involved in the 'dry' side of the event.
- Prepare an Event Management Plan for each competition and ensure that this is signed off by the facility management
- Liaise with all groups organising competitions and events to form a coordinated approach to the organisation of regional competitions including relevant competition debriefs
- Approve all Meet paperwork and ensure accuracy of information
- Ensure that the conditions of the Meet Licence are adhered to and liaise with the Regional Meet Licencing Co-ordinator where appropriate
- Maintain a log of all Trophy holders and ensure that they are returned in good time and condition

## **Communication & Authority Structure**

- The Group is a sub-committee of the Regional Management Committee and must provide written reports and/or information as requested to the Management Committee
- The Committee shall, at its first meeting, which shall take place within 1 month of the Annual Regional Conference, from among its number elect a Chairperson, who will be a voting member of

the Regional Management Committee and shall attend meetings of the Management Committee to deliver a report on behalf of the Committee. Where the Chairperson of the Committee is unable to attend, a member of the Committee may be nominated to attend in his/her place to deliver the report on behalf of the Committee but, for the avoidance of doubt, shall not be entitled to vote

- The Chairperson of the Regional Management Committee shall be entitled to attend meetings of the Committee
- The Chairperson of the Regional Pathway Development Committee shall be an ex officio member of the Regional Pathway Development Committee (entitled to attend and to speak but not having a vote).
- At least one joint meeting per annum must be held with the Regional Pathway Development Committee to discuss the delivery of events. Other such meetings should be held if deemed to be necessary.
- Liaise with the Regional Pathway Development Committee on the scheduling of an Annual Calendar Meeting to take place before the end of June each year to agree the scheduling of all Level 3 Meets in the Region for the following season

### **Committee Meetings and Operations:**

- A quorum of 50% plus one, of the number of Committee members is required at meetings
- The Group shall meet as many times as is necessary to fulfil its objectives and the first meeting shall take place within a month of the Annual Regional Conference
- Seasonal objectives should be agreed at the first meeting with a review of the progress of these objectives on an ongoing basis thereafter. Additional meetings may and should be held as needed.
- At its first meeting the Committee will appoint a Secretary who shall be responsible for all correspondence and the recording of Minutes of all meetings. S/he must record, maintain and circulate minutes within seven days of each meeting to all committee members and to the Secretary and Chairperson of the Regional Management Committee.
- The Committee Chairperson, in consultation with the Committee Secretary will agree and circulate the Agenda for all meetings a minimum of 7 days in advance, copying the Regional Secretary and Chairperson.
- The Chairperson of the Regional Management Committee shall be entitled to attend meetings of the Committee
- Where an elected member of the Committee fails to attend three or more meetings his/her membership on the committee may be terminated and the Regional Management Committee will be entitled to co-opt another suitably qualified person as a replacement
- Other persons, who fulfil roles relevant to the delivery of the Regional Competition Programme, may also be requested to attend committee meetings from time to time.

**End**